Hire a Regular Employee

Manager

CREATE A JOB REQUISITION FOR REGULAR EMPLOYEE



Note: Please have your HJ and PDQ form completed and ready for attachement before beginning this process.

From the Search Bar:

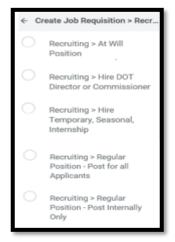
- 1. Type RPT802 and then click on View All Positions RPT802.
- 2. In Position Status, click on Open positions, click OK.
- 3. Hover over the blue hyperlink in **Position** column to view and click the **Related Actions Button** for the **Position**. Then click on Job Change > Create Job Requisition.



- Click **OK** on Create Job Requisition screen.
- On **Recruiting Information** screen, click do edit **Reason**.



6. Then click on ^{i≡} in the **Reason** field and select **Create Job Requisition** > **Recruiting**, under reason select the type of position.



- 7. Click **Recruiting Instructions**, select **one** from the list of advertising instructions (advertising or no advertising).
- 8. Fill in Recruiting Start Date and Target Hire Date as Today.
- 9. Click Next to the Job Details screen.





Step 1 Hiring:

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Note: Prior to attaching the documents, please make sure they are named appropriately with which document they are (either HJ or PDQ).

- 10. Click Additional Job Description.
- 11. In the free text box, type what you want included in the job posting.
- **12.** Click **Next** to go to **Organizations** screen. Leave as is.
- **13.** Click **Next** to go to **Attachments** screen.
- 14. Click Add, then Attach and then select and attach HJ and PDQ and add **Comments** if needed
- 15. Click Next.
- **16.** Review and verify all information on the consolidated summary screen is correct.

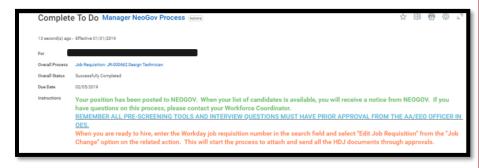


Note: If you want, you can print this summary by clicking in the upper right corner on the print icon.



- 17. Click Submit.
- 18. This will be routed to a Classification Partner in OES for PDQ approval before it is routed back to you.
- 19. When routed back to you, you will get an inbox item—Job Requisition: IR-Number and Job Title.
- 20. Review all information and click Approve.
- 21. The job requisition will be routed for approval up through the appropriate levels, the HJ Partner, and the Recruiter (Workforce Coordinator) in OES before being routed back to you.
- 22. When routed back to you, you will get an inbox item: Manager NeoGov

Process: Job Requisition: JR-Number and Job Title.



- 23. Review instructions in the item and click Submit.
- **24.** Job Regusition sucessfully completed.



- **25.** When ready to hire, please find the appropriate Job Aid for Edit Job Requisition. This could be one of the following:
 - Step 2 Edit Job Reg to Hire Regular Employee
 - Step 2 Edit Job Reg to transfer a Seasonal Employee to a Perm Position
 - Step 2 Edit Job Reg for Promotion, Demotion, or Transfer



